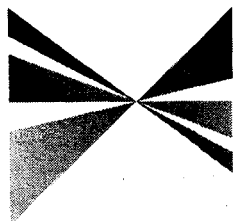


SOUTHERN CALIFORNIA



ASSOCIATION of
GOVERNMENTS

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Orange County Transportation Authority: Lou
Correa, County of Orange

Riverside County Transportation Commission:
Robin Lowe, Hemet

Ventura County Transportation Commission:
Keith Millhouse, Moorpark

MEETING OF THE

ADMINISTRATION COMMITTEE

PLEASE NOTE CHANGE IN TIME

Thursday, February 2, 2006

9:00 a.m. – 9:45 a.m.

SCAG Offices

818 West 7th Street, 12th Floor

San Bernardino Conference Room

Los Angeles, CA 90017

213.236.1800

If members of the public wish to review the attachments
or have any questions on any of the agenda items,
please contact Lisa Taylor at 213.236.1891 or
taylorl@scag.ca.gov

Agendas and Minutes for the Administration Committee
are also available at:

www.scag.ca.gov/committees/ac.htm

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ADMINISTRATION COMMITTEE

AGENDA

PAGE #

TIME

"Any item listed on the agenda (action or information) may be acted upon at the discretion of the Committee."

1.0 **CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Hon. Sid Tyler,
Chair

2.0 **PUBLIC COMMENT PERIOD**

Members of the public desiring to speak on an agenda item or items not on the agenda, but within the purview of the Committee, must fill out and present a speaker's card to the Assistant prior to speaking. A speaker's card must be turned in before the meeting is called to order. Comments will be limited to three minutes. The chair may limit the total time for all comments to twenty (20) minutes.

3.0 **REVIEW and PRIORITIZE AGENDA ITEMS**

4.0 **CONSENT CALENDAR**

4.1 **Approval Item**

4.1.1 Approve Minutes of January 5, 2006
Attachment

113

4.1.2 Resolution 06-471-5 Authorizing SCAG to
Accept \$660,000 Caltrans State Planning
& Research Grant Funds
RC Attachment

08

4.2 **Receive and File**

4.2.1 Purchase Orders/ Contracts \$5,000 to \$250,000
RC Attachment

28

ADMINISTRATION COMMITTEE

AGENDA

PAGE #

TIME

5.0 ACTION ITEMS

- 5.1 Resolution #06-471-1 Authorizing SCAG to Accept \$1,258,450 in Regional Blueprint Planning Grant Funds
RC Attachment

**Bert Becker,
Interim CFO**

10

05 minutes

This resolution will authorize SCAG to accept \$1,258,450 in Regional Blueprint Planning Grant funds and authorize the Executive Director to take the necessary actions to obtain the grant funding and include the project in the 05-06 OWP.

Recommended Action: Adopt Resolution #06-471-1 authorizing SCAG to accept \$1,258,450 in Regional Blueprint Planning Grant funds and authorize the Executive Director to take the actions necessary to obtain the grant funding and include the project in the 05-06 OWP.

- 5.2 Annual Sponsorship Program
RC Attachment

**Cheryl
Collier,
SCAG Staff**

13

Recommended Action: Approve SCAG's annual sponsorship program.



ADMINISTRATION COMMITTEE

AGENDA

		PAGE #	TIME
5.3	<u>Ratify Execution of Agreement 07-4754 to Contribute to Caltrans 2005 Federal Appropriation Action Section 117 Funds & Associated Matching Funds</u> RC Attachment This action will ratify execution of Caltrans Agreement 07-4754 to contribute to Caltrans \$992,000 in 2005 Federal Appropriation Act Section 117 funds, plus \$62,017 in matching funds, and authorize the Executive Director, or his designee to take the actions necessary to execute the agreement and make payment to Caltrans. Recommended Action: Ratify Execution of Caltrans Agreement #07-4754 to contribute to Caltrans 2005 Federal Appropriation Act Section 117 funds and associated matching funds.	Bert Becker, Interim CFO 16	5 minutes
5.4	<u>State Lobbyist Contract</u> RC Attachment Paul Bauer of Bauer Government Relations has moved to the law firm of Hatch and Parent. Staff will provide an overview of this change and options with regard to our state lobbyist contract. Recommended Action: Approve contract assignment amendment.	Don Rhodes, SCAG Staff 27	5 minutes



ADMINISTRATION COMMITTEE

AGENDA

		PAGE #	TIME
5.5	<u>KPMG Audit</u> Mailed Separately	Ricardo Olivarez, SCAG Staff	10 minutes
	SCAG's annual financial, single audit report and the management letter are being submitted.		
	Recommended Action: Recommend that the Regional Council receive and file the financial report.		
6.0	<u>INFORMATION ITEMS</u>		
6.1	<u>CFO Report</u> RC Attachment	Bert Becker, Interim CFO	33 5 minutes
6.2	<u>Audit Committee Report</u>	Hon. Sid Tyler, Chair	5 minutes
6.2.1	<u>Review of Subregional Audit Workplan</u> RC Attachment		42 5 minutes
7.0	<u>FUTURE AGENDA ITEMS</u>		
	Any Committee members or staff desiring to place items on a future agenda may make such request. Comments should be limited to three (3) minutes.		
8.0	<u>ANNOUNCEMENTS</u>		
9.0	<u>ADJOURNMENT</u>		
	The next meeting of the Administration Committee will be held at the SCAG offices on Thursday, March 2, 2006.		

Administration Committee
January 5, 2006

Summary Minutes

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPE OF THE ACTUAL MEETING IS AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Administration Committee held its meeting at the SCAG offices, Downtown, Los Angeles. The meeting was called to order by Sid Tyler, Chair, Pasadena. There was a quorum.

Members Present

Aldinger, Jim	City of Manhattan Beach
Baldwin, Harry	City of San Gabriel
Bowlen, Paul	City of Cerritos
Burke, Yvonne	County of Los Angeles
Dixon, Richard	City of Lake Forest
Edney, Jon	City of El Centro
Loveridge, Ronald	City of Riverside
Lowenthal, Bonnie	City of Long Beach
Mikels, Judy	County of Ventura
Pettis, Greg	City of Cathedral City
Roberts, Ron	City of Temecula
Robertson, Deborah	City of Rialto
Tyler, Sid (Chair)	City of Pasadena
Washburn, Dennis (Vice Chair)	City of Calabasas
Young, Toni	City of Port Hueneme

Members Not Present

Nelson, Larry	City of Artesia
Ovitt, Gary	County of San Bernardino
Smith, Greig	City of Los Angeles

¹ * indicates new member

Administration Committee
January 5, 2006

Summary Minutes

1.0 CALL TO ORDER & PLEDGE OF ALLEGIENCE

Hon. Sid Tyler, Chair, Pasadena, called the meeting to order at 9:10 a.m.

2.0 PUBLIC COMMENT PERIOD

None.

3.0 REVIEW and PRIORITIZE AGENDA ITEMS

Item 5.4.1 was delayed until February 2006.

4.0 CONSENT CALENDAR

4.1 Approval Item

4.1.1 Minutes of December 1, 2005

4.1.2 Approval Contracts Over 250,000

4.1.3 Additional Sponsorship for Faster Freight Cleaner Air Conference

4.2 Receive and File

4.2.1 Purchase Orders/Contracts \$5,000 to \$250,000

Motion by Pettis to approve the Consent Calendar, Seconded by Mikels, then unanimously approved by the Committee.

5.0 ACTION ITEMS

5.1 Co-Sponsorship of the California Congressional Delegation Transportation Reception

Don Rhodes, SCAG staff, reported that each year SCAG has been asked to co-sponsor a statewide transportation conference in Congress coinciding with the APTA conference. A Memorandum of Understanding (MOU) in the amount of \$6000 is currently in place.

Committee members were concerned with possible lack of attendance due a week-long gap between the reception, the National League Cities, and the APTA conference. It was suggested that the Committee establish a process to preview future conferences, including content and financial implications.

Motion by Mikels to approve, Seconded by Washburn, then approved by a majority of the Committee. Opposed by Ron Roberts.

Administration Committee
January 5, 2006

Summary Minutes

5.2 Resolution #06-470-1 Authorizing SCAG to Accept Caltrans State Planning and Research Grant Funds

Bob Huddy, SCAG staff, briefed the Committee on a Caltrans grant for \$300k in SPR funds to complete an operational study relating to design capacity and deficiencies along the 405 corridor. Staff requested the Committees approve Resolution #06-470-1 to accept the funds and initiate the study under the OWP.

Motion by Aldinger to approve Resolution #06-470-1, Seconded by Washburn, then unanimously approved by the Committee.

5.3 Resolution #06-470-2 Accepting FTA 5313b State Planning and Research Partnership Planning Grant Funds

Bert Becker, Interim CFO, requested approval of Resolution #06-470-2, required by Caltrans to release research and planning grants in the total of \$630,000.

Motion by Mikels to approve Resolution #06-470-2, Seconded by Washburn, then unanimously approved by the Committee.

5.4 Audit Committee Report

5.4.1 KPMG Audit

Item delayed until February 2006.

Motion by Lowenthal to continue the KPMG Audit until February 2006, Seconded by Dixon, then unanimously approved by the Committee.

5.4.2 Update on Subregional Audits

Sid Tyler, Chair, reported that the Policy Committees would receive a briefing on the internal audit program in progress for the subregions. Issues of compliance with federal regulations including, proper documentation, disallowed costs, and internal control measures is the focus. Caltrans will provide audit training to establish a framework for the subregions to follow.

Administration Committee
January 5, 2006

Summary Minutes

6.0 INFORMATION ITEMS

6.1 CFO Report

Bert Becker, Interim CFO, reported

- Unencumbered expenditures are on track.
- Caltrans Quarterly Progress report went well and will follow up on the suggested format changes
- The Communications and Membership Subcommittee requested \$2500 be set aside for Consensus trip presentation materials.
- Budget Workshop scheduled for February, therefore, an adjusted schedule for Policy Committee meetings -- topic is the proposed budget
- Lobbyist Paul Bauer, of Paul Bauer and Associates, will soon work for Hatch and Parent -- a status of the contract assignment to follow in February

7.0 FUTURE AGENDA ITEMS

8.0 ANNOUNCEMENTS

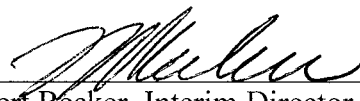
Dennis Washburn announced:

January 5 -- Los Angeles division of the League of California Cities will meet and following that, the Los Angeles County City Selection meeting for the Western Corridor Cities will elect a representative to the AQMD Board of Directors.

9.0 ADJOURNMENT

Hon. Sid Tyler, Chair, adjourned meeting at 9:45am. Next meeting will be held at the SCAG offices on Thursday, February 2, 2006.

Summary Minutes Approved by:


Bert Becker, Interim Director
Staff to the Administration Committee